

Position Title: Clerk of Court

Job Announcement Number: 2010 - 02

Court Name: United States District Court, District of Alaska

City: Anchorage State: Alaska



Job Grade: JSP 17

Grade may decrease to JSP 16 based on a review by the Director using a court sizing formula, annually

Salary Min: \$140,526 - Salary Max: \$152,577, depending on experience  
(This salary is capped at the maximum)

Current cola rate for Anchorage: 19.03 %; being phased out

Open Until: May 14, 2010 by 4:00 PM AK Time

## Position Description:

### Background

The Clerk's Office for the District of Alaska consists of 30 employees who support 3 active judges, 4 senior judges, and two full-time magistrate judges. In addition, there are 4 part-time magistrate judges in the divisional offices.

## Position Overview:

The United States District Court for the District of Alaska is seeking an experienced administrator with a strong management and professional background to fill the position of Clerk of Court. The Clerk of Court is a high level manager who operates under the direction of the Chief Judge, and is responsible for managing the administrative activities and functions of the Clerk's Office. The Clerk of Court is responsible for overseeing the performance of the statutory duties of the position.

The duties of the Clerk of Court include overall management of budget, financial planning, human resources, procurement, space and facilities, case processing, maintenance of official records, statistical analysis and reporting, and jury operations.

The Clerk also has direct fiduciary responsibilities, involving all monies and other collateral received and disbursed by the court.

## Qualifications and Requirements:

### General

A minimum of 10 years of progressively responsible administrative experience in government or public service which provides a thorough understanding of organizational, procedural, and human aspects in managing an organization.

### Management Responsibility

At least three of the 10 years of experience must have been in a position of substantial management responsibility. Such experience typically includes operational knowledge, financial management, space and facilities management, human resources management, and long and short range budget planning.

- A graduate degree from an accredited university in a field such as law, judicial administration, public administration, or other related disciplines may be substituted for some specialized experience, as noted below.
- Judiciary specific training is preferred in certifying officer legislation, cost containment initiatives, procurement policies, and the *Guide to Judiciary Policies and Procedures*.
- A minimum of three years experience supervising information technology staff and developing automation budget plans is required.
- It is highly desirable that candidates have extensive experience with the federal court system. Candidates with federal court experience will have a competitive advantage over those who lack such prior experience.
- Must possess strong analytical, communications, and interpersonal skills.

### Education

A Bachelor's degree with an emphasis in government, public, political, business or other related field is required.

- A postgraduate degree in public, business or judicial administration from a college or university may be substituted for one year of the required general experience.
- A degree from an accredited law school may be considered as qualifying for two years of the required general experience.

## Benefits:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after 15 years of federal service
- Paid sick leave in the amount of 13 days per year
- Optional participation in the Federal Employee Health Benefits Program; Federal Employees Group Life Insurance Program; and Long Term Care Options

Applicants must be a U.S. citizen or eligible to work in the United States. This agency provides reasonable accommodations to applicants with disabilities. Employees of the United States District Court are “at will” employees and serve at the pleasure of the Court. All employees are required to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. As a condition of employment, a background check will be conducted. The court will contact the top applicants for an interview. If an applicant does not receive notice of selection, another candidate within the recruitment pool with more experience was selected.

## How To Apply:

The U.S. District Court for the District of Alaska is an Equal Opportunity Employer. Travel and relocation expenses will not be reimbursed by the court. Only qualified applicants will be considered for this position and must travel to the interview at their own expense. All application packets must be received not later than 4 PM on May 14, 2010 .

### Application Packet:

- 1) Cover Letter of Interest; including a summary of your management experience, what functions you have managed, and the composition of the personnel you have supervised.
- 2) A Resume detailing education, work history, dates of employment, and salary history.
- 3) Name and contact information for two professional references

Email Application Packets to: [HR\\_Alaska@akd.uscourts.gov](mailto:HR_Alaska@akd.uscourts.gov)

In the subject line: Applicant - Vac. Ann. 2010-02

(or) Mail Application Packets to:

United States District Court  
Attention: Loisi Vailea  
Confidential; (Vac. Ann. 2010-02)  
222 W. 7<sup>th</sup> Ave., Box 4, Anchorage, AK 99513